

Scope of Work to be Performed as A Volunteer Maine Womens Veterans' Coordinator

Work to be performed:

- Serve as the volunteer Women Veterans' Coordinator for contractual period.
- Serve as a liaison to the Director of the Bureau of Veterans' Services on behalf of women veterans.
- Establish annual schedule with Bureau Director and Commission members for planned meetings and outreach activities, which will require both in-state and out-of-state travel for meetings, conferences, etc.
- Represent women veterans and communicate issues related to women veterans, including issues presented by the commission to the United States Veterans Administration and state, regional and national veterans organizations or working groups.
- Engage in activities that will disseminate information to women veterans in the State regarding available federal and state services intended to serve veterans generally and women veterans specifically.
- Prepare and submit an annual report to the director as determined by the director.
- Primarily conduct duties via home and field-based telework (phone/computer) and field-based outreach.
- Be available for daytime, evening, and occasional overnight duties.
- Submit an annual budget to the Director, Maine Veterans Services.
- Annually brief the State of Maine Veterans and Legal Affairs Committees as coordinated by Director.
- The Bureau Director and the Commission will provide coordinator with training.
- The Director will periodically review with the volunteer coordinator the work and efforts accomplished or not accomplished.

Administration of Work:

- Coordinator will be required to provide own vehicle for transportation. Use of a state government vehicle is prohibited.
- Use of MVS telephone service will be coordinated through the Bureau's main office.
- Receipt, distribution, and mailing of correspondence will be coordinated through the Bureau's main Office.
- Use and/or field-based assignment of office equipment—copier, fax, computer and printer, will be coordinated through the Bureau's main office as will office supplies.

Expense Reimbursement:

- The Director of the Bureau of Veterans' Services is authorized to pay the coordinator a stipend of up to \$2,000 annually for communication and outreach efforts. Reimbursement will be authorized in addition to the contract stipend for authorized conference fees, lodging and professional membership fees directly related to the duties as approved by the Bureau Director. Travel reimbursement will be in accordance with State of Maine travel policy and submitted on a state travel voucher.

The women veterans coordinator was authorized as part of State of Maine, Public Law, Chapter 380, Section LLL-2, 37-B MRSA §1151, sub-§§9 as follows:

9. Maine Women Veterans Coordinator. The Director of the Bureau of Maine Veterans' Services shall contract for a Maine Women Veterans Coordinator, referred to in this section as "the coordinator." The coordinator shall serve as a liaison to the Department of Defense, Veterans and Emergency Management on behalf of women veterans. The coordinator shall represent women veterans and communicate issues related to women veterans, including issues presented by the commission, to the United States Veterans Administration and state, regional and national veterans organizations or working groups. The coordinator shall engage in activities that disseminate information to women veterans in the State regarding available federal and state services intended to serve veterans generally and women veterans specifically. The contract may include the costs of conference fees, lodging and professional membership fees for the coordinator directly related to the duties described in this subsection. The coordinator shall submit an annual report to the director as determined by the director.

CONFIDENTIALITY & PRIVACY:

The Women Veterans' Coordinator (Provider) understands that any personal information collected, used or acquired in conjunction with this contract shall be used solely for the purposes of this contract. Provider agrees not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without express written consent of the Department or as provided by law. Provider agrees to implement physical, electronic and managerial safeguards to prevent unauthorized access to personal information. The Department reserves the rights to monitor, audit or investigate the use of personal information collected, used or acquired by the Provider through this contract.

Any breach of this provision may result in termination of the contract and the demand for the return of all personal information. Provider agrees to indemnify and hold harmless the Department for any damages related to the Provider's unauthorized use of personal information.

"Personal Information" means information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education,

business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, drivers license numbers, other identifying numbers, and any financial indicators.

SAFEGUARDING OF INFORMATION: The Provider shall not use or disclose any personal Information gained by reason of this contract or information that may be classified as confidential for any purpose not directly connected with the administration of this contract except (1) with prior written consent of the Department or (2) as may be required by law. The Provider shall safeguard such information and shall return or certify destruction of the information upon contract expiration or termination.

I hereby agree to the scope of work above.

(Signature of Provider & Date)